

A Tent/Canopy Permit is needed if the tent/canopy/structure is:

- Tent - greater than 400 square feet or
- Canopies - greater than 900 square feet.

All permitted tents and canopies must meet the requirements of Chapter 24 of the 2003 International Fire Code and require approval from the Fire Prevention Office.

If you wish to erect a tent or canopy, complete the Tent/Canopy Permit pdf form and submit it along with a clean, accurate, detailed site plan (plans which are not legible will be rejected) along with other required information to the Fire Prevention Office at least 10 working days before the tent/canopy is to be erected.

Fire lanes must be kept open at all times to allow fire trucks to respond to an emergency.

Fees:

The fee for a Tent or Canopy Permit is \$250.00/structure and must be payable to the “City of Tempe Fire Department”.

Listed below are minimum requirements for food vendors using cooking appliances, fenced areas with beer gardens, and fire lanes.

Food Booth Requirements:

- All tents that will involve cooking are required to have a fire extinguisher with current service tags.
- Food booths with deep fryers are required to have Class K fire extinguishers with current service tags.

Fenced Areas with Beer Garden Requirements

- Tent/fenced-in area must have emergency exits. Emergency exits are based on the square footage of the fenced-in area.
- Emergency exits must be provided with illuminated exit signs to include the following features:
 - Signs may be internally or externally illuminated
 - Signs must be minimum of 8’ above the ground
 - Signs must be secured to prevent moving or turning
 - Color and design of lettering on the sign needs to be in high contrast with the background
 - Gates, fencing panels or barriers are not permitted at the exits. Caution tape is permitted.
- All permitted tents/canopies must be anchored to the manufactured specifications.

For further information, contact:

Deems Shepard
City of Tempe Fire Prevention Office
1400 East Apache Road
Tempe, AZ
Phone: 480-858-7230
Email: deems_shepard@tempe.gov

Applications can be downloaded at: www.tempe.gov/fire